

ARCHITECTURAL DESIGN BOARD

270 Redwood Shores Parkway
P.O. Box 205
Redwood Shores, California 94065

RE: 2005 Procedures for Design Review

The Architectural Design Board of Redwood Shores (ADB) is the legal custodian and administrator of the CC & R's (Conditions, Restrictions and Covenants), which are attached to the deed of property of most residences west of Shell Parkway. The composition of the Board is registered at the San Mateo County Recorder's Office. Compliance with the CC & R's is neither optional nor dependent upon membership in the Redwood Shores Community Association. If your property lies within the jurisdiction of the ADB, you are required to seek approval for modifications to your property including additions, renovations, fencing, appurtenances, landscaping and roofing. The Architectural Design Board is appointed by RSCA. We are members of the community who volunteer our time to help maintain the architectural quality of our neighborhoods. We work with a consulting architect.

To submit for design review, please utilize the following procedures:

1. FOR ADDITIONS, MODIFICATIONS AND NEW HOMES:

- a. Submit the ADB application and 2 full sets of drawings. The drawings should include a dimensioned Site Plan with complete lot summary, fully dimensioned Floor Plans, Exterior Elevations (call out building height), new conditions vs. existing, all exterior materials (roof, wall and trim) specifying color, quality and method of application, and Building Sections. The drawings should not vary from those submitted to City of Redwood City Building Department for permit, except that we do not require electrical or structure. If a change occurs affecting the exterior appearance you must resubmit to the ADB. All new second story additions require a separate design review with RC Planning.
- b. Include a fee of \$200.00 for single story review, \$350.00 for two-story review, \$1500.00 for tear-downs and rebuilds and \$100.00 for appeals or revisions made payable to Redwood Shores Community Association.
- c. The Board will respond within 30 days of your submittal, per your CC & R's, with comments or will stamp, approve and return to you one set for Redwood City. The Board will retain one record set.

2. FOR ROOFING, WINDOW REPLACEMENT, EXTERIOR MATERIAL ONLY, SIMPLE LANDSCAPING OR FENCING:

- a. Submit the ADB application and samples, specifying material, manufacturer, color and texture. For roofing include underlayment and classification of proposed roof. Please be aware that not all materials are acceptable.
- b. A fee of \$30.00 made payable to Redwood Shores Community Association.

- c. The Board will try to respond within 10 days of your submittal. We will either forward comments, or we will approve, stamp and return the permit application. The Board will retain a record copy.

Please submit to one of the board members below.

Celli Frost – Chair: 650 802-8638

Doug Crisman – Member: 650 631 3939

Sue Nix – Member: 650 593 4154

Redwood Shores Architectural Design Board

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APPLICATION FORM

1. NAME _____
2. MAILING ADDRESS _____
3. PHONE NUMBER _____
4. PROPERTY ADDRESS _____
5. E-MAIL ADDRESS _____

ROOFING

WINDOW REPLACEMENT

EXTERIOR MATERIAL ONLY

SIMPLE LANDSCAPING

FENCING

6. SCOPE OF WORK _____

7. ADDITIONAL COMMENTS / INFORMATION _____

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1. NAME _____
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MODIFICATION

SINGLE STORY ADDITION

TWO STORY ADDITION

TEAR DOWN AND REBUILD

6. SCOPE OF WORK _____

7. ADDITIONAL COMMENTS / INFORMATION _____

